

**Town of Westford**  
**2004 ANNUAL TOWN MEETING TIMELINE**  
ATM: Saturday, May 8, 2004

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Blue = FY05 Budget-related \* Green = ATM – related \* Purple = Planning Board – related \* aqua = Annual Town Election – related

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|--------------------------------|---|
| <b>Tues. January 13, 2004</b>  | Budget Overview Session. Update 5-year financial plan   |
| <b>Thurs. January 15, 2004</b> | 7:30pm Joint Budget Hearing with Finance Committee and Selectmen  |
| <b>Tues. January 20, 2004</b>  | 7:30pm Joint Budget Hearing with Finance Committee and Selectmen  |
| <b>Wed. January 21, 2004</b>   | 7:30pm Joint Budget Hearing with Finance Committee and Selectmen  |
| <b>Mon. January 26, 2004</b>   | School Committee submits budget to Town Manager   |
| <b>Wed. January 28, 2004</b>   | 7:30pm Joint Budget Hearing with Finance Committee and Selectmen  |
| <b>Wed. February 4, 2004</b>   | 7:30pm Joint Budget Hearing with School Committee, Finance Committee and Selectmen  |
| <b>Tues. February 10, 2004</b> | Town Manager presents balanced budget to Selectmen  |
| <b>Wed. February 11, 2004</b>  | Finance Committee reviews Town Manager Budget   |
| <b>Mon. February 16, 2004</b>  | <b>President's Day</b>  |
| <i>February 16-20, 2004</i>    | <i>School Vacation</i>  |
| <i>Wed. February 25, 2004</i>  | <i>Ash Wednesday</i>  |
| <b>Tues. March 2, 2004</b>     | Presidential Primary  |
| <b>Thurs. March 4, 2004</b>    | 3:00pm Deadline for town departments to submit placeholder articles   |
| <b>Tues. March 9, 2004</b>     | Selectmen to review departmental placeholder articles   |
| <b>Tues. March 9, 2004</b>     | <b>Selectmen vote on wording of ballot question (if necessary).<br/>Town Counsel to be present.</b>   |
| <b>Mon. March 15, 2004</b>     | 4:00pm Deadline for petition articles and final text of all other warrant articles for Annual Town Meeting (Bylaw Ch 51.1.D – 1 <sup>st</sup> Tuesday in March) |
| <b>Mon. March 15, 2004</b>     | Deadline for Selectmen to vote on ballot question language for Annual Town Election Ballot  |
| <b>Tues. March 16, 2004</b>    | <b>Deadline to submit written notice of ballot question to Town Clerk (MGL Ch.54:42C) – at least 35 days prior to election</b>                                  |

<b>Tues. March 16, 2004</b>	Selectmen to set ATM Warrant order
<b>Fri. March 19, 2004</b>	3:00pm Deadline to file documentation for Planning Articles with Planning Office
<b>Mon. March 22, 2004</b>	Final Annual Town Meeting Warrant back from Town Counsel
<b>Wed. March 24, 2004</b>	Finance Committee votes on warrant articles and closes FinCom Report
<b>Fri. . March 26, 2004</b>	5:00pm Deadline to submit ATM Planning Board public hearing notices to Westford Eagle
<b>Wed. March 31, 2004</b>	Finance Committee meets with Selectmen and Selectmen take positions on budget requests
<b>Thurs. April 1, 2004</b>	First Planning Board Public Hearing Notice appears in Westford Eagle for ATM articles (at least 14 days before hearing date)
<i>Mon. April 5, 2004</i>	<i>Passover begins at sundown</i>
<i>Mon. April 6, 2004</i>	<i>Passover</i>
<b>Thurs. April 8, 2004</b>	Second Planning Board Public Hearing Notice appears in Westford Eagle for ATM articles
<i>Fri. April 9, 2004</i>	<i>Good Friday</i>
<b>Tues. April 13, 2004</b>	3:00pm All draft motions due at Town Manager's Office
<b>Tues. April 13, 2004</b>	Selectmen sign ATM warrants.
<b>Wed. April 14, 2004</b>	8:00pm Voter registration and party change deadline for Annual Town Election and ATM
<b>Wed. April 14, 2004</b>	Draft Motions sent to Town Counsel
<b>Tues. April 16, 2004</b>	FinCom Report to printer (allows printer 10 days)
<b>Mon, April 19, 2004</b>	<b><i>Patriots Day</i></b>
<b>Tues. April 20, 2004</b>	Planning Board opens public hearings on all ATM zoning-related articles
<i>April 19-23, 2004</i>	<i>School Vacation</i>
<b>Fri. April 23, 2004</b>	Annual Town Meeting Warrant posted (Bylaw Ch 51.1&2.C.1) – at least 14 days before ATM.
<b>Fri. April 23, 2004</b>	Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst Town Manager, Finance Director

- Mon. April 26, 2004** Planning Board closes hearings on zoning-related articles (less than 21 days prior to Town Meeting, so the board needs to report the findings to Town Meeting)
- Tues. April 27, 2004** Selectmen review motions and take positions on all articles. Planning Board presents public hearing results on zoning-related articles to the Board of Selectmen.
- Tues . April 27, 2004** All Boards Meeting to prepare for Town Meeting
- Tues. April 27, 2004** Notification sent by Town Moderator to article proponents to review presentation process and procedure.
- Wed. April 28, 2004** Deadline for mailing FinCom Report to voters (Bylaw Ch 51.1.C.2) – at least 10 days prior to ATM
- Tues. May 4, 2004** Town Elections
- Sat. May 8, 2004** **Annual Town Meeting**
- Mon. May 10, 2004** **Annual Town Meeting, cont'd if necessary**

#### **Spring STM Timeline (within the Annual Town Meeting)**

- Tues, March 16: Warrant Opens
- Tues, March 23: Warrant Closes
- Fri, April 2: Planning Public Hearing notice to Westford Eagle
- Thurs, April 8: 1<sup>st</sup> Planning Board Public Hearing Notice
- Thurs, Apr 15: 2<sup>nd</sup> Planning Board Public Hearing Notice
- Mon, Apr 26: Public Hearing opens
- Wed, Apr 28: 8:00pm Voter registration deadline for STM
- Mon, May 3: Public Hearing closes
- Tues, May 4: Planning Board recommendation to Selectmen
- Sat, May 8: Planning Board reports Public Hearing results to Town Meeting
- Sat, May 8: Special Town Meeting

## 2004 FALL SPECIAL TOWN MEETING TIMELINE

STM: Monday, October 18, 2004

<b>Fri. July 2, 2004</b>	Deadline for town departments to submit placeholder articles for Fall STM
<b>Tues. July 6, 2004</b>	Selectmen to review placeholder articles
<b>Mon. Aug 9, 2004</b>	Deadline for petition articles and final text of other articles for Fall Special Town Meeting
<b>Mon. Aug 16, 2004</b>	Final Fall STM Warrant back from Town Counsel
<b>Tues. Aug 17, 2004</b>	Selectmen set Fall STM Warrant and begin taking positions on articles
<b>Wed. Aug 18, 2004</b>	FinCom votes on warrant articles
<b>Fri. Aug 20, 2004</b>	5:00pm Deadline to submit Planning Board public hearing notices to Westford Eagle
<b>Wed. Aug 25, 2004</b>	FinCom meets with Selectmen and Selectmen take positions on Financial Warrant Articles
<b>Thurs. Aug 26, 2004</b>	First Planning Board Public Hearing Notice appears in Westford Eagle (at least 14 days before hearing date)
<b>Thurs . Sept. 2, 2004</b>	Second Planning Board Public Hearing Notice appears in Westford Eagle
<b>Mon. Sept. 6, 2004</b>	<b>Labor Day</b>
<b>Mon, Sept. 13, 2004</b>	Planning Board opens hearings on Zoning Articles
<b>Tues., Sept. 14, 2004</b>	<b>State Primary</b>
<i>Wed, Sept. 15, 2004</i>	<i>Rosh Hashanah begins as sundown</i>
<i>Thurs, Sept. 16, 2004</i>	<i>Rosh Hashanah</i>
<i>Fri, Sept. 24, 2004</i>	<i>Yom Kippur begins at sundown</i>
<b>Mon, Sept. 27, 2004</b>	Planning Board closes hearings on Zoning Articles (at least 21 days before Fall STM if Planning Board does not submit a report with recommendation to Town Meeting)
Tues., Sept. 28, 2004	3:00pm – All draft motions due at the Town Manager's Office
Wed., Sept. 29, 2004	Draft motions sent to Town Counsel
<b>Mon, October 4, 2004</b>	Fall Special Town Meeting Warrant posted (Bylaw Ch 51.2.C.1) – at least 14 days before STM

FINAL  
1/14/2004 3:00pm

Fri., October 8, 2004	Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst. Town Manager, Finance Director.
<b>Fri. October 8, 2004</b>	Deadline for mailing Fall STM notice to voters (Bylaw Ch 51.21.C.2) – at least 10 days prior to STM
<b>Fri. October 8, 2004</b>	Voter registration deadline for Fall STM
<b>Mon. October 11, 2004</b>	<b>Columbus Day</b>
<b>Tues. October 12, 2004</b>	Selectmen review motions and take positions on all articles. Planning Board presents public hearing results on zoning-related articles to the Board of Selectmen.
<i>Fri, October. 15, 2004</i>	<i>First of Ramadan</i>
<b>Mon. October 18, 2004</b>	Fall <b>Special Town Meeting</b>